



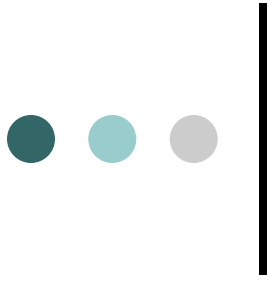
BROWN BAG PRESENTATION

August 21, 2008

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Environmental Planning Group

How to Receive Environmental Clearances ***Faster***



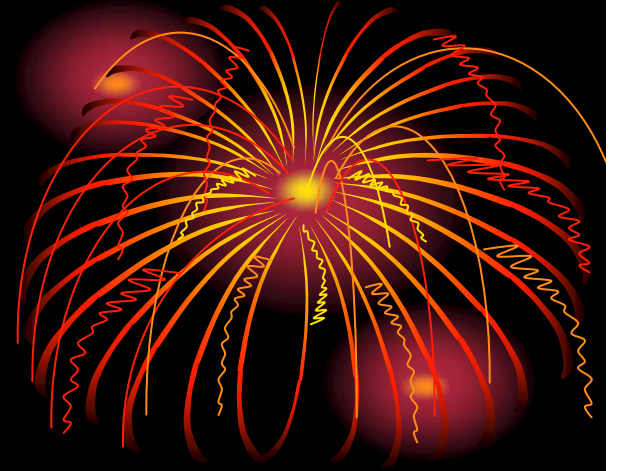
PRESENTATION AVAILABLE
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WHY ENVIRONMENTAL CLEARANCES ARE TAKING LONGER

- Less staff and less “seasoned staff – all Groups
- Lack of identifying **all** scope of work items and largest footprint early
- Time spent training staff seems minimal as many Groups can only react rather than act proactively
- Lack of understanding each other’s needs

GOAL



- UNDERSTAND what EPG needs in order to produce a clearance
- Provide Suggestions on how PM's can help EPG produce that clearance faster

WHO WE ARE (currently)

- **One of five Groups in the Office of Environmental Services (OES)**

- **Two Sections**
 - Technical
 - Environmental Planning

- **26 Employees**
 - 10 Planners
 - 8 Technical Specialists
 - 8 Management/support

WHAT WE DO

- **About 200 Environmental Clearances or Reviews/year**

- Projects advertised by C&S
- Geotech, Piezometer, Etc.
- Local Gov't
- Material Source Pits
- Privately funded TI's
- Maintenance, as requested
- Encroachment permits, as requested

- **Other**

WHY WE DO IT

- **National Environmental Policy Act (NEPA)**
- **National Historic Preservation Act**
- **Endangered Species Act**
- **Clean Water Act**
- **Clean Air Act**
- **Section 4(f) of the DOT Act**
- **Etc.**

TYPES OF ENVIRONMENTAL DOCUMENTS

■ If NEPA applies

- CE (Categorical Exclusion)
- EA (Environmental Assessment)
- EIS (Environmental Impact Statement)

■ If NEPA doesn't apply

- Environmental Determination (ED)

HOW WE DO IT

- **Receive Design KO meeting invite**
 - Review Predesign documents
 - Assign on-call; research available resource info
 - Attend Design KO meeting
 - Issue NTP to on-call
 - Send Agency/Public Scoping Letters
 - Continue to research resource info

HOW WE DO IT (CON'T)

- Receive Stage II plans
 - Conduct resource surveys/testing if largest footprint available
 - Continue researching resource info
 - Begin preparing resource documents (Bio, CWA, etc.)

HOW WE DO IT (CON'T)

- **Receive Stage III plans**

- Conduct re-work, if necessary
- Complete resource surveys/testing, finalize documents and obtain approvals
- Review draft/final environmental docs; and issue environmental clearance, if possible

HOW WE DO IT (CON'T)

- **Receive Stage IV plans**

- Review for any scope/footprint changes
- Conduct re-work, if necessary
- Revise environmental documents and issue revised clearance memo

HOW WE DO IT (CON'T)

■ **Receive Final PS&E**

- Review for any scope/footprint changes
- Ensure environmental mitigation measures (Contractor Responsibilities) are accurately reflected in Special Provision
- Review estimate to ensure any mitigation costs are included (cost for pre-construction biology surveys, monitoring, etc.)

WHAT WE NEED TO DO IT

- **Scope of Work**
- **Largest footprint**
- **Funding source identified**
- **Other**

SCOPE OF WORK – WHO?

- Who's doing the work (contractor, ADOT, other agency)?
- Who's moving utilities?
- Who's paying for the work?
- Who's land are we working on?
- Will any R/W, etc. approvals or permits be needed from other agencies, if so, who?

SCOPE OF WORK – WHAT?

- **Geotech exploration?**
- **Replace deck?**
- **Extend culvert? How long?**
- **Remove vegetation? How much?**
- **Replace pavement? How deep?**
- **Widen pavement? How wide?**
- **Move traffic signal? Where?**

SCOPE OF WORK-WHEN?

- **When will construction start/end (construction duration)?**
- **Day/Night work?**
- **When will blasting occur?**

SCOPE OF WORK-WHERE?

- See “Largest Footprint” slides

SCOPE OF WORK – WHY?

- **Purpose and Need**
- **Accidents?**
- **Doesn't meet standards?**
- **Water overtopping roadway?**

SCOPE OF WORK-HOW?

- Equipment types
- Construction phasing
- Crossovers
- Detours
- Ramp closures
- Driveway closures
- How will blasting occur
- Access roads
- Construction water

LARGEST FOOTPRINT

- **In R/W or Easement**
 - Project limits (MP x to MP X); be liberal
 - Include detour routes, even if to next TI
 - Staging/Stockpiling areas to be identified by Engineer after contract award

BE LIBERAL!!!!!!

LARGEST FOOTPRINT –

- **Outside R/W Or Easement**
 - New Easement
 - TCE's (road access to culverts, boring locations, helicopter landings, etc.)
 - Work on local jurisdiction R/W even if no TCE's
 - Staging/Stockpiling areas to be identified in Specials
 - Area needed to implement SWPPP, etc.
 - Need dimensions, locations, and landowners


BE LIBERAL!!!!

A large green shape on the left side of the slide, featuring a white semi-circular cutout on its right edge.

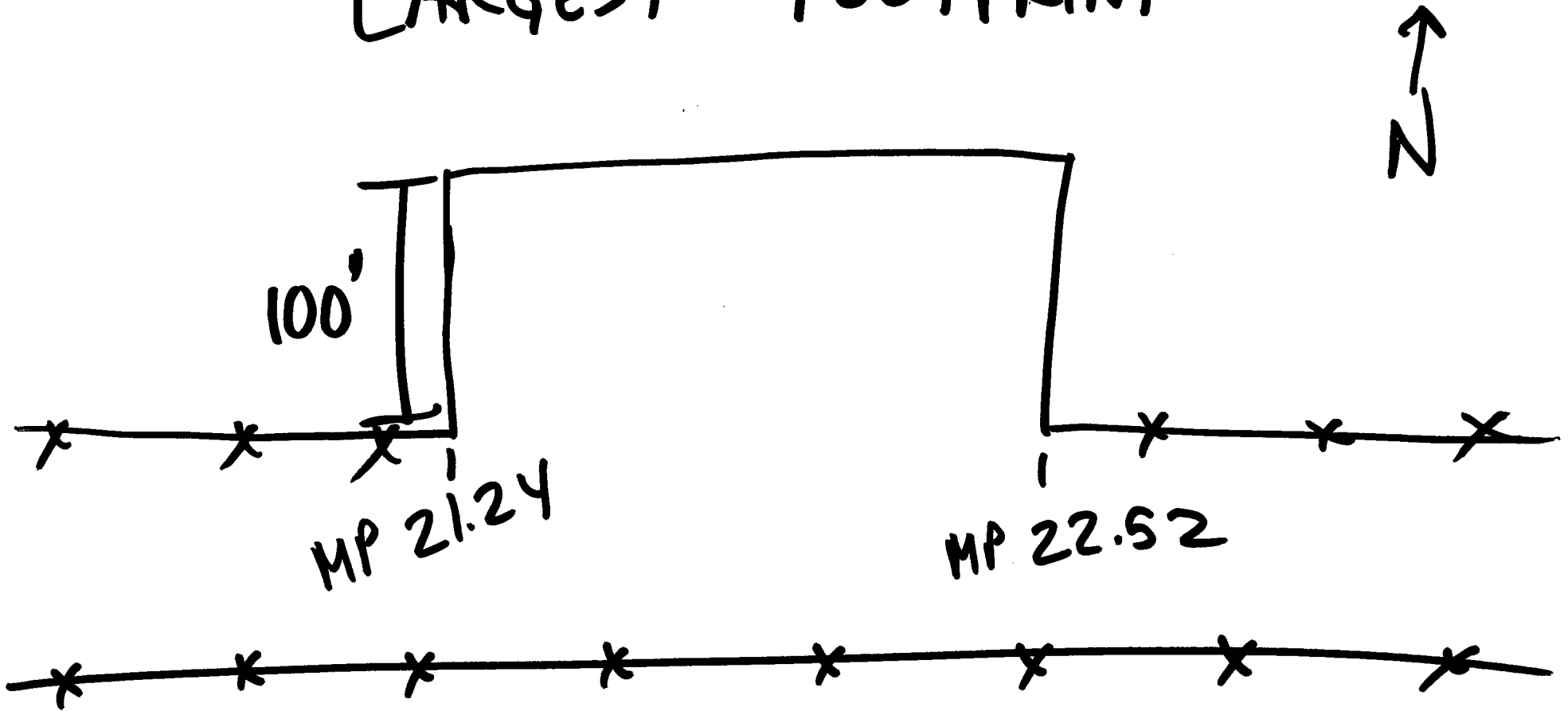
LARGEST FOOTPRINT EXAMPLE

DRAWING

(next slide)

A thick, dark blue horizontal bar with rounded ends, positioned in the lower right area of the slide.

LARGEST FOOTPRINT



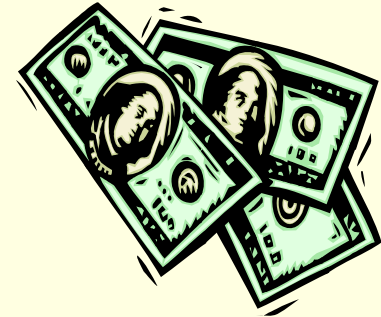
In R/W : MP 19.05 - 24.25

Outside R/W: 100' from R/W fence between
MP 21.24 - 22.52

FUNDING SOURCE

■ FUNDING SOURCE DRIVES

- What laws we follow
- What resources we analyze
- What documents we prepare
- What agency has final say on resource impacts



■ NOTIFY ASAP IF CONSIDERING A CHANGE IN FUNDING

■ PROJECT SCHEDULE CAN BE AFFECTED BY FUNDING

FUNDING SOURCE (CON'T)

- Federal (FHWA)?
(i.e. TEA, HES, ER, etc.)
- Federal (BIA, USFS, etc.)?
- State?
- Private?



OTHER NEEDS

- **Project Accounting**
 - **S1D in ADVANTAGE**
 - **ADOT Name/Project #**
 - **Federal Project #, if applicable**
 - **STIP #, if applicable**
- **Project Schedule**
- **Aerial Photos**
- **Disturbance calculations (acres)**

OTHER NEEDS (CON'T)

- Boring Plans
- Drainage Report
- Materials Report
- Traffic Plan
- Etc.

SUGGESTIONS

- Fulfill EPG needs early
- Request EPG planner assignment as soon as you begin talking about scheduling a Design KO meeting.
- Hold Design KO meetings early enough based on hopeful advertisement date.
- Invite appropriate internal/external agencies to project meetings
- No scope or footprint changes late in design
- Work on detail sheets for work in washes and provide to EPG ASAP, even if before 60% plans

SUGGESTIONS (CON'T)

- Ask EPG planner for specific environmental schedule
- Utilize PIRT to view environmental progress, or check in with EPG planner on status
- Ask questions always
- Ask for avoidance areas overlaid on design plans as soon as info is available, hopefully before geotech plan development
- Communicate
- Notify EPG early if considering scope or footprint change

ENVIRONMENTAL TIPS FOR PROJECT MANAGERS (next two slides)

ENVIRONMENTAL TIPS FOR PROJECT MANAGERS

Before scheduling a Design KO Meeting

- Establish/Open and SID in ADVANTAGE (our database is linked to ADVANTAGE)
- If working in a wash, contact ADOT Photogrammetry to determine if 1:100 or 1:200 scale aerial is available., and what date it was flown
- Request EPG assignment via e-mail using the responsibility map [insert link to map], Include in e-mail
 - Predesign Documents (Field Review Notes, Scoping Letter, PA, link to DCR or Feasibility Study, etc.)
 - Project Team List*
 - Anticipated Project Schedule
 - Identify funding source, if federal, include Federal Aid #.
 - Provide STIP #
 - Statement like “The Scope of Work and Project Footprint remains the same as described in PA.” or, “Changes to the Scope of Work and Footprint” after the PA was signed include x, y, z.”

*Consider: floodplain manager; FHWA; federal, state, tribal and local land managers; scheduler from PPMS

When e-mailing the Design KO meeting invite

- Provide any information not provided in original request for EPG assignment.
- Send invite no less than 2 weeks prior to the meeting date
- Ensure an “Environmental” topic is included in Agenda
- Identify if Video or Phone Conferencing is available or if a Site Visit will occur.
- Identify if carpooling is available (we like to ride with the team if possible, learn more that way)

At the Design KO Meeting

- Provide Project Description (Scope of Work – Who, What, When, Why, How). If not provided, identify date it will be provided.
- Provide Largest Footprint (Be liberal). If not provided, identify date it will be provided.
- Decide on progress meeting schedule (monthly, quarterly, not at all, etc.)
- Decide whether geotechnical investigation is required. Identify when boring plans would be available.

- Ask EPG “What do you need from me”? (Aerials, specific detail sheets?)
- Ask EPG for an environmental schedule
- Identify where staging/stockpiling will/may occur, even if it will be identified by the Engineer during construction.

Shortly After the Design KO Meeting

- Distribute draft meeting minutes, including action items, to all on Project Team list, not just the meeting attendees
- Complete action items
- Distribute completed items as soon as you have them (provide detail sheets before Stage distributions so we can start our process sooner).

During Design

- Maintain Project Team List (Ensure EPG planner and their on-call is include on all environmental-related correspondence)
- Notify EPG/on-call if considering a change in scope, footprint, or funding
- Keep in mind, every time there’s a change in scope, footprint, or funding, the environmental schedule is likely to be delayed and EPG has to do re-work
- Keep EPG in loop on all subjects
- Be open to avoiding sensitive resources areas (may need to change design)
- Be open to changing the funding source from state to federal, or vice versa

**NO SCOPE, FOOTPRINT OR FUNDING
CHANGES AFTER 30%**



**ENVIRONMENTAL CLEARANCE
IN A
TIMELY MANNER**





Dear Lord,
So for today, am I doing all right
I have not gossiped, lost my
temper, been greedy,
grumpy, nasty, selfish, or
self-indulgent. I have not
whined, complained,
cursed, or eaten any
chocolate. I have charged
nothing on my credit card.

But I will be getting out of bed in a minute, and
I think that I will really need your help then.

THURSDAY MAY 2007
10

Oh, divine chocolate!
They grind thee kneeling,
Beat thee with hands begging,
And drink thee with eyes to paradise!





THANK YOU



THANK YOU



THANK YOU